

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Financial Institutions Manager

Department of Financial Protection and Innovation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

FURTHER NOTE: You can start the examination process and finish at a later date. CalHR highly recommends you use this exam preview and a word document to save your answers prior to signing in to the exam to avoid having trouble getting signed out for inactivity (Note: The CalCareers system times out after a period of inactivity).

Generally, what happens is the CalCareers system will save what you have completed when you press continue at the bottom of the page. This will save the information on that page (and all previous pages) and it will be there (saved) when you sign back in to complete the exam. This can be adversely affected by whatever security (software) is being used wherever you are logging in. If the CalCareers system doesn't recognize it as the "same computer" from the "same location" it will not provide you with the saved information.

Describe your work experience relevant to performing this task, both paid and volunteer.

1. Analyzing financial statements to determine financial solvency and/or to evaluate operating ratios to assess earnings, liquidity, capital adequacy, asset quality, minimum financial requirements and/or asset/liability management.
2. Evaluating business operations (e.g., business plans and/or business continuity plans, policies, procedures) for reasonableness, achievability, misrepresentations or omissions, and/or to determine compliance with applicable laws, rules, and/or regulations.

3. Assessing examination, audit, investigation, licensing, and/or organizational procedures as needed to ensure established procedures and policies are working effectively.
4. Recommending when an administrative, enforcement, or disciplinary action (e.g., suspension, revocation, cease and desist, Memorandum of Understanding, termination) is warranted and the extent of such action for violations or fraud found during the licensing, audit, examination, investigative, and/or complaint process.
5. Identifying suspected violations of laws, regulations, policies and/or procedures and taking appropriate action.
6. Evaluating findings to generally assess unsatisfactory or unusual conditions in licensee or established business practices and/or to identify violations disclosed by the examination, audit, licensing review, or investigation.
7. Reviewing work papers, findings, recommendations and/or reports prepared by staff prior to submission.
8. Communicating (verbally and/or in writing) complex, technical information to explain or support conclusions.
9. Writing, reviewing, or revising reports, memos, and/or referrals detailing the condition and/or practices of organizations to document the findings and conclusions of an examination, audit, investigation, and/or licensing review.
10. Conducting briefings, meetings, or presentations with stakeholders with various levels of technical expertise to ensure understanding of important issues.
11. Evaluating and adjusting priorities, assignments, and/or resources to maximize the productivity and/or effectiveness of a workgroup.
12. Coordinating, planning, and/or monitoring project schedules (e.g., due dates, aging of assignments) to ensure timely completion.
13. Leading staff engaged in technical examination, audit, application, special project, and/or investigation activities to ensure work is completed according to legal and organizational specifications.
14. Providing formal and/or on-the-job training and feedback to workgroup members or other employees to improve performance.
15. Understanding, applying, and interpreting applicable laws, regulations, policies, and/or procedures.